



**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH**



3500 ESTATE RICHMOND
ST. CROIX, VI 00820
(340) 718-1311 x 3709

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FOR IMMEDIATE RELEASE

Contact: Rebekah Kubla

DOH Reminds Public and Businesses that Approval is Required for Events

U.S. Virgin Islands, June 1, 2021 - The Virgin Islands Department of Health, Division of Environmental Health, reminds the public and businesses that approval is required to hold special events outside of what is allowed through the Executive Orders.

Event Organizers and Promoters wanting to hold an event outside of the [Executive Orders - Government of the United States Virgin Islands](#) need approval from the Department of Health, Division of Environmental Health.

To request to hold an event, party, or function, a "Special Events Request Form" (attached) must be submitted to inspection.deh@doh.vi.gov at least 14 days (2 weeks) before the event. The form is available on The DOH Facebook Page, at <https://doh.vi.gov/programs/environmental-health>, and DOH offices on St. Thomas and St. Croix.

In addition to the "Special Events Request Form," all promotional materials must be shared with the Department of Environmental Health at inspection.deh@doh.vi.gov before public distribution.

Recurring events at licensed establishments (holding a Valid Health Permit and License from the Department of Licensing and Consumer Affairs) must abide by the Executive Orders and are not required to submit a "Special Events Request Form" unless requesting a variance outside the Executive Orders. Approval is required for all events that are open to the public and/or are paid events.

The COVID-19 Taskforce has the right to conduct compliance inspections. If found to be out of compliance, a "Cease and Desist Order" will be issued for the event.

All events, including those held at restaurants and rented facilities, must meet all guidelines listed on the next page.



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GUIDANCE FOR ALL PARTIES AND GATHERINGS

- *Capacity at all events is 75% of permitted occupancy or 100 people, whichever is less.*
- *Outdoor events are preferred.*
- *Social distancing requirements must be met.*
- *A person or persons must be designated to ensure the guidance is followed throughout the event.*
 - *A list of all guests must be kept, with their contact information on file.*
 - *No person who is ill may attend the event. A person who has been in close contact with a suspected or positive case of COVID-19 should be in quarantine and is not allowed to attend any event.*
- *Tables must be spaced at least 4 feet apart (follow restaurant guidance).*
- *Households should be seated together whenever possible.*
- *Masks are to be worn at all times except when eating or drinking.*
 - *Guests are to be seated. If moving away from their seat, masks must be worn.*
- *Alcoholic beverages cannot be served after 11pm No standing at a bar; seating must be 4 feet apart.*
 - *Drinks must be served at tables, seated bar service only.*
 - *Food is served using restaurant guidance.*
- *Live and DJ music is allowed until 12 am (midnight).*
 - *One DJ is allowed at outdoor events.*
 - *Both live and DJ must be at least 10 feet from the guests.*
 - *There can be no dancing at this time.*
 - *At weddings, the bride and groom can have their ceremonial first dance.*
- *Areas for hand washing and sanitizer must be widely available and easily accessible. No-touch sanitizer dispensers preferred.*
- *Frequently touched surfaces and restrooms must be cleaned and sanitized often.*
- *The event must end before midnight.*
- ***If all guests are vaccinated, some of the above precautions may be relaxed on a case-by-case basis.***
- *For more detailed guidance, see the link below.*

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Events that will not follow the USVI Executive Orders (found at <https://www.vi.gov/executive-orders/>) must be approved from the Division of Environmental Health. Email the "Special Events Request Form" to inspection.deh@doh.vi.gov at least 2 weeks prior to the proposed event date.



GOVERNMENT OF THE U.S. VIRGIN ISLANDS

DEPARTMENT OF HEALTH

ENVIRONMENTAL HEALTH DIVISION

SPECIAL EVENTS REQUEST FORM

All requests must be submitted to inspection.deh@doh.vi.gov at least 14 days before the event.

*****Any request submitted less than 14 days before the event will be denied.*****

Name of Applicant: _____ Phone Number: _____

Date: _____ Applicant's Email Address: _____

Name of Venue/Establishment Owner: _____ Phone Number: _____

Name of Venue/Establishment: _____ Phone Number: _____

Physical Address of Venue: _____

Pre COVID-19 Capacity: _____ Number of Expected Attendees: _____

Type of Event: _____

Date & Time (beginning and end) of Event: _____ Food Served: Yes / No Alcohol Served: Yes / No

Live Music: Yes / No If "Yes" Explain: _____

EVENT DETAILS

Signature of Applicant: _____ Date: _____

Signature of Venue/Establishment Owner: _____ Date: _____

Recommended / Not Recommended	Approve / Disapprove
Signature: _____ Date: _____ Wanson S. Harris, CIH, COHC, Director, Environmental Health Division	
Signature: _____ Date: _____ Justa E. Encarnacion, RN, BSN, MBA/HCM, Commissioner of Health	

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